



Clerk Receptionist

Provider: Alaska Technical Center, Kotzebue

Length: 14 Weeks

Cost: \$1,930

This course prepares the trainee for entry-level clerical positions. The emphasis is on keyboarding, filing, office mail procedures, human relations and operations of both word processing and office equipment.

Related Occupations

Customer Service Representatives

Interviewers, Except Eligibility and Loan

Receptionists and Information Clerks

Switchboard Operators, Including Answering Service

Telephone Operators

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section

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